

Position Title: ADOS Yellow Ribbon Reintegration Program**Location: Anchorage, AK****Salary: \$ Based on Rank****Tour Length: FY 2012****Soldiers****Closing Date: OPEN UNTIL FILLED****Availability: Immediate Placement****Area of Consideration: AKARNG**

The Alaska National Guard Joint Support Serviced/Family Program is seeking qualified, trained and capable individuals to serve as **Yellow Ribbon Reintegration Program** personnel with the following responsibilities:

- ☐ Plan, coordinate and execute all aspects of the Yellow Ribbon Program. Become the 'subject matter expert' in regard to ARNG Reunion / Reintegration activities and wellbeing programs within their assigned area of responsibility.
- ☐ Provide necessary assistance to units and/or individuals to ensure accomplishment of all DCS tasks during the appropriate phases of the deployment cycle.
- ☐ Assist the command leadership in providing all required briefings in each phase of the deployment cycle.
- ☐ Identify individuals requiring monitoring, follow-up or referral and coordinate with the appropriate internal points of contact to ensure necessary care/actions are provided/taken. Coordinate with state Family Assistance Centers for referral.
- ☐ Provide assistance to Rear Detachment Commanders in identifying and following through on Family programs issues, single returnee, R&R leave, emergency leave, and medical holds/issues. Identify potential Family issues awaiting returning Soldier, identify Family members who have experienced significant problems (financial, emotional and relational) during the deployment, and ensure RDCs are informed.
- ☐ In conjunction with FRSAs, serve as the conduit for command information and coordination pertaining to Yellow Ribbon throughout the command. With command guidance, develops the Commander's Reunion and Reintegration communication plan which includes a rigorous Family outreach program.

Additional Qualification Considerations:

- Knowledge, experience, and skills in the position competing for
- Knowledge of the structure and operations of the Air National Guard
- Excellent organizational skills
- Proficiency in Microsoft Word, Excel, Power Point and Database use experience
- Ability to travel/work on drill weekends if events specific to job are scheduled on drill weekend (Coordinate with your M-Day supervisor)
- Exceptional customer service—good oral and written communication skills
- Proficiently read, write, and understand the English language
- A valid state driver's license
- Soldiers must not exceed 1095 Rule for the duration of the ADOS tour

Application Procedures:

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO-AGR office **no later than 1600 or postmarked on or before the closing date**. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed on page 2**. *Items are required by the Human Resource Office to determine qualifications.* If the requested

documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. Cover Letter/Resume
2. References
3. CURRENT Personnel Qualification Record (PQR)
4. CURRENT copy Physical Health Assessment (PHA) **within 6 months**
5. CURRENT/PASSING DA 705, APFT Scorecard, **within 6 months**
6. Security Verification memorandum from Personnel Security Manager
7. CURRENT Copy of Driver's License (must be valid)
8. CURRENT AGR/Mobility/ADSW orders (If Applicable)
9. DA Form 5500-R/5501-R (If Applicable)

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS:

To verify receipt of application, you may call 907-428-6455 (DSN 317-384-4455)

MAIL APPLICATIONS TO:

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